

## Appointment

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**To:** Cacho, Julia [Cacho.Julia@epa.gov]; Singletary, DeAndre [Singletary.DeAndre@epa.gov]; Gulliford, Jim [gulliford.jim@epa.gov]; Chu, Ed [Chu.Ed@epa.gov]; Casburn, Tracey [casburn.tracey@epa.gov]  
**CC:** Smith, John [Smith.John@epa.gov]; Hunter, David [Hunter.David@epa.gov]

**Subject:** Bi-Weekly Discussion - LCRD  
**Attachments:** R7 Priority Trackerlcrd 8-6-20.docx  
**Location:** Microsoft Teams Meeting


**Start:** 8/6/2020 2:00:00 PM  
**End:** 8/6/2020 2:30:00 PM

**Recurrence:** (none)

**Required Attendees:** Singletary, DeAndre; Gulliford, Jim; Chu, Ed; Casburn, Tracey  
**Optional Attendees:** Smith, John; Hunter, David

<!--[if lte mso 15 || CheckWebRef]-->

Casburn, Tracey has shared a OneDrive for Business file with you. To view it, click the link below.

 R7 Priority Trackerlcrd 8-6-20.docx

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Having trouble with the Microsoft Teams link? Click the "Join Teams Meeting" icon in the toolbar.

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### Join Microsoft Teams Meeting

#### **Ex. 6 Personal Privacy (PP)**

es, Kansas City (Toll)

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

By participating in EPA hosted virtual meetings and events, you are consenting to abide by the agency's terms of use. In addition, you acknowledge that content you post may be collected and used in support of FOIA and eDiscovery activities.

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Deputies are welcome to attend.

#### Bi-Weeklies – Standard Discussion Topics

1. What are your Division's top priorities for the next 2-4 weeks and what are their current status/milestones?
2. Are there any projects/sites/issues that have new risks or challenges?
3. Is there anywhere we are falling behind regionally or nationally (*e.g. timelines, milestones, programmatic targets, or national competitions*)?
4. What issues/andons are you seeing from your Division's ELMS visual management tools and what is your strategy for addressing them?

Here is the direct link to the tracker itself:

[https://usepa.sharepoint.com/sites/R7\\_Work/seniorstaff/Other%20Documents/Forms/AllItems.aspx](https://usepa.sharepoint.com/sites/R7_Work/seniorstaff/Other%20Documents/Forms/AllItems.aspx)

